

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 21, 2003

ALL COUNTY LETTER NO. 03-12

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FAMILY PROMOTING SAFE  
AND STABLE FAMILIES PROGRAM  
COORDINATORS

**REASON FOR THIS  
TRANSMITTAL**

- ☐ State Law Change  
☐ Federal Law or Regulation  
Change  
☐ Court Order  
☐ Clarification Requested by One  
or  
More Counties  
☒ Initiated by CDSS

SUBJECT: GUIDELINES FOR THE PROMOTING SAFE AND STABLE FAMILIES  
PROGRAM

The purpose of this letter is to provide counties with the guidelines and time frames for submission of Promoting Safe and Stable Families (PSSF) plan updates for Federal Fiscal Year (FFY) 2003, the first year of the three year PSSF plan implementation.

The California Department of Social Services (CDSS) has the responsibility for overseeing the implementation of the federal PSSF Program in California. As part of that oversight responsibility, each year, following the submission of the State's consolidated plan, CDSS is required to submit a progress report to the federal government illustrating how PSSF funds have impacted program design, the delivery of services, and the quality of life for children and families served. The State is charged with submitting the update as part of the comprehensive report that represents a consolidation of the planning and reporting requirements for Title IV-B programs. The consolidated plan must be submitted by the State no later than June 30, 2003. In order for CDSS to meet this deadline, county PSSF plan updates must be completed and submitted on time.

As stated in ACL No. 01-20, the Adoptions and Safe Families Act of 1997 (PL 105-89) specifies that PSSF expenditures are to be used for Family Preservation, Family Support, Time-Limited Family Reunification, and Adoption Promotion and Support.

States are expected to expend a minimum of 20 percent in each of the four service components or provide a strong rationale if the expenditures are below the percentage for any one of the four components. Therefore, counties must operate their programs accordingly. As outlined in County Fiscal Letter (CFL) No. 01/02-37, counties must expend 20 percent of their total PSSF allocation in each one of the four service components. The remaining 20 percent can be spent in any of the components at the county's discretion. Counties that are not currently allocating 20 percent to each service component shall provide CDSS a strong rationale why it is not doing so, describe its progress toward reaching this goal, and indicate the FFY 2004 date the county anticipates it will have reached this goal.

CFL No. 01/02-37 provides the appropriate Program Codes for claiming to the four service components. The Program Codes are: 515 Family Preservation Services, 516 Family Support Services, 675 Adoption Promotion and Support Services, and 676 Time-Limited Family Reunification Services.

Enclosed with this letter is the information necessary for counties to complete the PSSF plan update. Two copies must be submitted to the following address no later than April 11, 2003:

California Department of Social Services  
Office of Child Abuse Prevention  
Promoting Safe and Stable Families  
744 P Street, MS 19-82  
Sacramento, California 95814

If you have any questions regarding this letter, please contact your Office of Child Abuse Prevention consultant. The county consultant's contact list is enclosed.

Sincerely,

*Original Signed by Sylvia Pizzini*

SYLVIA PIZZINI  
Deputy Director  
Children and Family Services Division

Enclosures

## **PSSF ANNUAL UPDATE INSTRUCTIONS AND FORMAT FOR FFY 2003**

Please provide a description of your county's PSSF programs, progress made during the past year, and any changes planned for the upcoming year. Provide the required information under each of the following headings:

1. **OBJECTIVES:** Utilizing measurable data, describe progress in achieving objectives. Note any changes in methods and tools used to gather data and measure results.
2. **SERVICE QUALITY:** Describe how the quality of PSSF services is being assessed, and how identified problems are being addressed.
3. **PLANNING BODIES:** Describe any significant changes in the local planning bodies or the collaborative planning process.
4. **TECHNICAL ASSISTANCE:** Describe technical assistance given by the county that supports service providers and PSSF plan goals and objectives.
5. **STAFF TRAINING:** Describe staff development and training activities that support the PSSF plan goals and objectives.
6. **BASELINE DATA:** Describe county baseline data collected and how it is being used for evaluations and plan modifications.
7. **SERVICES:** List the percentage of funding allocated for each of the four service components. Where PSSF services are provided to reunifying and adoptive families (e.g., costs for outreach and education), identify the percentage amounts for each service component and include them in the total allocation for Time-Limited Family Reunification, and Adoptions Promotion and Support.

<b>Service Component</b>	<b>Percentage of Allocation</b>
Family Preservation	
Family Support	
Time-Limited Family Reunification	
Adoption Promotion and Support	

8. **LINKAGES:** Describe the linkages developed between and among the services under these four service components and other service systems. We are particularly interested in linkages with CalWORKs, substance abuse, child abuse prevention and early intervention services.

# OFFICE OF CHILD ABUSE PREVENTION (OCAP) COUNTY CONSULTANTS

January 2003

<b>Alameda</b> <b>Contra Costa</b> <b>Imperial</b> <b>Marin</b> <b>Napa</b> <b>Orange</b> <b>Riverside</b> <b>San Bernardino</b> <b>San Joaquin</b> <b>Sonoma</b> <b>Stanislaus</b>	<b>Alpine</b> <b>Amador</b> <b>Calaveras</b> <b>Los Angeles</b> <b>Tuolumne</b>	<b>Butte</b> <b>Lassen</b> <b>Monterey</b> <b>Placer</b> <b>San Diego</b> <b>San Francisco</b> <b>Santa Barbara</b> <b>Santa Cruz</b> <b>Shasta</b> <b>Yuba</b>	<b>El Dorado</b> <b>Kings</b> <b>Lake</b> <b>Madera</b> <b>Mariposa</b> <b>Mendocino</b> <b>Merced</b> <b>Mono</b> <b>Nevada</b> <b>Sierra</b> <b>Sutter</b> <b>Tulare</b>	<b>Del Norte</b> <b>Fresno</b> <b>Humboldt</b> <b>Kern</b> <b>Sacramento</b> <b>San Benito</b> <b>San Mateo</b> <b>Santa Clara</b> <b>Solano</b> <b>Yolo</b>	<b>Colusa</b> <b>Glenn</b> <b>Inyo</b> <b>Modoc</b> <b>Plumas</b> <b>San Luis Obispo</b> <b>Siskiyou</b> <b>Tehama</b> <b>Trinity</b> <b>Ventura</b>
<b>Dixie Ferguson</b>  <b>(916) 445-2903</b>  <i>dixie.ferguson@dss.ca.gov</i>	<b>Alyson Kohl</b>  <b>(916) 445-2877</b>  <i>alyson.kohl@dss.ca.gov</i>	<b>Maryanne Miller</b>  <b>(916) 445-0455</b>  <i>maryanne.miller@dss.ca.gov</i>	<b>Ernie Lynch</b>  <b>916) 445-0460</b>  <i>ernest.lynch@dss.ca.gov</i>	<b>Ernie Villalobos</b>  <b>(916) 445-0384</b>  <i>ernie.villalobos@dss.ca.gov</i>	<b>Mark Wong</b>  <b>(916) 322-8345</b>  <i>mark.wong2@dss.ca.gov</i>

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